

# Guidance for Presentations to the Education Council

## Guidance to Presentation Sponsors:

- Education Council presentations should be either given by a council member or sponsored by a voting member of the Education Council.
- It is the responsibility of the sponsor to ensure that the presentation meets the criteria below and ensure the speaker submits the presentation, and any additional presentation materials, to the Council's Executive Secretariat no later than one week before the Council meeting.
- All presentations given to the Education Council must meet the following criteria:
  1. Topic is relevant to multiple education programs across the NOAA Education community and is well aligned with current Council business.
  2. Presentation is given by an engaging speaker that promotes active audience participation.
  3. Primary purpose of external presentations should not be to request NOAA funds.
  4. Briefings requesting sponsorship should be scheduled only if they are core to Education Council business and should be carefully vetted in advance by the presentation sponsor and the Executive Secretary of the Council.
- Sponsor will offer Presentation Template to the presenter.  
(<http://www.oesd.noaa.gov/leadership/edcouncil/docs/PresentationTemplate.ppt>) All presentations must have a standard cover slide; clearly define the type of briefing and action required by the Council; and must have slide numbers on all slides.

## Timeline and checklist for NOAA sponsor

- Send the guest presenter the presentation template found here:  
<http://www.oesd.noaa.gov/leadership/edcouncil/docs/PresentationTemplate.ppt>
  - Presentation is only allowed in Powerpoint (i.e., no Prezi or Keynote) due to technical limitations.
  - Will a video be part of the presentation? - If YES, determine how the presenter will provide the video(s).
    - If the video is imbedded in the presentation, ensure that the video works.
    - If the video is separate then the presenter should provide URLs (and passwords if needed) for attendees calling in to the meeting.
    - Note: Videos can be sent via sharing a Google file
- Sponsor should work with the presenter to ensure that the presentation meets all of the criteria mentioned above in the Guidance Section
- Due date for the presentation and accompanying material (handouts, literature, etc.) is 1 week before the Ed Council meeting. Send all materials to the Executive Secretary ([Lisa.Nakamura@noaa.gov](mailto:Lisa.Nakamura@noaa.gov)).
  - Logistics for sending large files will need to be worked out with the Executive Secretary, certain NOAA computers do not allow the use of DropBox.
- Provide names of visitors to security for clearance, details on page 2 (**NOTE: If the presenters are foreign national visitors additional clearance is needed, see page 2 for guidance**).
- Send instructions for visitors to Silver Spring for NOAA Education Council Meetings (page 3)
  - Sponsor should have an Federal, NOAA employee escort designated for the visitor on the day of the presentation (contractors cannot escort guests at the Silver Spring campus)

## Definitions:

- Council Business: A topic that is of direct relevance to more than one NOAA education program and NOAA's education priorities (i.e., official council responsibilities, strategic and implementation plans, etc).
- External Presentation: A presentation given by someone external to NOAA.
- Informational Brief: A presentation that does not call for council vote or decision. Can be internal or external to NOAA.
- Input Requested Briefing (preferred type of presentation): A presentation asking for guidance or direction.
- Decisional Brief: A presentation that requires council vote or decision.

## Clearance for all visitors

At least 3 days ahead of the visitors arrival, send an email to the NOAA security office (visitoraccess.security@noaa.gov) that explains who is attending; their affiliation; whether they are US Citizens or not (and if not, that the Office of Security has cleared the foreign national already, **details for foreign national visitors below**); name of the meeting, meeting time and location in the SSMC complex; and who will be the POC for escorting them to the meeting on the day of the meeting. For further details see the NOAA link here: [http://www.osec.doc.gov/osy/NOAA/1.htm#Visitor Access Procedures](http://www.osec.doc.gov/osy/NOAA/1.htm#Visitor%20Access%20Procedures)

Copy the POC/escorts on the email. Here's an example:

The following individuals will be attending a meeting of the NOAA Education Council on **[Insert Date]** (Wednesday) from 1-4 PM in **Room 14836** of SSMC3:  
**[Insert name of visitor], [Insert name of organization]**  
**[Insert name of visitor], [Insert name of organization]**  
**[Insert name of visitor], [Insert name of organization]**  
The visitor/visitors **is/are [OR ARE NOT]** US Citizens.

NOAA employee **[Insert name of NOAA escort]** will be on site to sign them in. Please call **[Insert name of NOAA escort]** at **[insert phone number]** (cell phone) when they arrive if **he/she** is not already downstairs waiting for our visitors.

Thank you,  
**[Insert name here]**

## Clearance of foreign national visitors:

Non-US visitors should bring their passport as their ID. Non-US visitors must also be cleared by the NOAA Office of Security prior to their arrival at the SSMC. Go to [http://www.osec.doc.gov/osy/noaa/noaa\\_security.htm](http://www.osec.doc.gov/osy/noaa/noaa_security.htm) and download form (<http://www.osec.doc.gov/osy/noaa/Forms/foreign%20visitor%20form.pdf>). Form must be faxed (**NOT EMAILED**) to the Office of Security in Silver Spring at 301-713-1548. If you want to confirm if they got it, email [visitoraccess.security@noaa.gov](mailto:visitoraccess.security@noaa.gov). The form must be received at least 3 days prior to their visit; the clearance process usually takes 1-2 days.

*Here is a sample email for directions to the meeting. Text in red should be updated for each meeting as the room and visitor escorts may be different.*

Dear Colleague,

The meeting will be in room 14836 in Silver Spring Metro Complex 3 at 1315 East-West Highway (AKA Building 3). Driving and Metro directions to SSMC3 can be found here:

[http://www.ago.noaa.gov/docs/noaa\\_directions.pdf](http://www.ago.noaa.gov/docs/noaa_directions.pdf)

If you are driving, there is parking under Building 3 off of East-West Highway. Take the elevators to Floor 1 and go through security. Or if you walk out to the street (East-West Highway), head toward the entrance with the large statue of a hand in front. Enter, take the elevator to Floor 1, and wait for your escort at security.

If you are taking Metro rail, follow the directions in the link above and walk to building SSMC3 with the large statue of the hand in front. Enter, take the elevator to Floor 1, and wait for your escort at security.

You will need a photo ID to get in the building. No photo ID, no entrance to the facility, no exceptions. Signing in can take between 10 and 20 minutes depending on the amount of visitors at that time, please plan accordingly. (Insert name of escort here) will meet you to sign you in and escort you to the meeting. I have provided your name to our security office already and provided them with his/her phone number in case he/she is not down there waiting for you.

If you want to get up to Silver Spring early and eat lunch, there is a good cafe right next to the entrance of building 3 called "Tis Cafe". They have nice lunch fare (soups, salads, sandwiches).

Best regards,

[Insert name here]